

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
362**

**WEAPONS TRAINING AND QUALIFICATION  
(TEMPORARY)**

**Supersedes:** AR 908 (11/15/04)  
**Effective Date:** 04/28/11

**AUTHORITY:** NRS 209.131, NRS 289.510, NRS 289.550, NAC Chapter 289

**RESPONSIBILITY:**

It is the responsibility of the Department's peace officers and designated employees to successfully complete the Department's weapons/firearms training programs.

It is the responsibility of the Department's Training Section to provide weapons/firearms training programs that ensure the Department's compliance with NAC Chapter 289.

It is the responsibility of the Department's Employee Development Manager (EDM) to ensure proper course curriculum, courses of fire, range master certification and documentation of the Department's Weapons/Firearms Training Programs.

The Range Master is responsible for the management and supervision of the range when representing the Department in performing the duties and responsibilities as a Range Master.

**362.01 PEACE OFFICER CERTIFICATION**

1. The Department's peace officers and designated employees are required to handle weapons/firearms on a regular basis in the performance of their assigned duties and responsibilities. Therefore, the Department requires initial weapons/firearms orientation training in the use of force, safety, handling and use of the weapons/firearms.

A. All Department peace officers and designated employees must meet the requirements established in NAC Chapter 289 to ensure certification.

**362.02 BASIC WEAPONS/FIREARMS TRAINING PROGRAM**

1. All Department peace officers and designated employees must successfully complete a weapons/firearms training orientation program to include qualification. The Department's peace officers and designated employees must complete this training before

being assigned to a post or position involving the possible use of such weapons. The course curriculum will include at a minimum, but not limited to:

- A. Use of Force laws, policy and procedures;
- B. Weapons/firearms safety;
- C. Nomenclature and proper use/ handling;
- D. Constraints on the use of weapons/firearms; and
- E. Qualification in the use of routinely issued Department weapons/firearms.
  - (1) The Department's weapons/firearms orientation-training program will be included in the course curriculum within the Department's Pre-Service Training.
  - (2) Weapons/firearms classroom training will be a minimum of four-hours in duration.
  - (3) Weapons/firearms training qualification will be a minimum of four-hours in duration.
  - (4) Range masters will ensure compliance with established range rules, courses of fire, and basic orientation training program requirements as established by the EDM.
  - (5) During range operations, all shooters will use eye and ear protection.

### **362.03 MAINTAINING WEAPONS/FIREARMS CERTIFICATION**

1. As a condition of employment, the Department's peace officers and designated employees must maintain weapons/firearms certification as established within NAC Chapter 289.

- A. On a bi-annual basis, Wardens, Facility Managers and the Inspector General will ensure that every peace officer and designated employees will re-qualify with weapons/firearms as required in this regulation.
- B. Each institution/facility will ensure that the appropriate numbers of Range Masters are assigned to the re-qualification process for safety, adequate instruction and proper compliance to the range operations, supervision and re-qualification documentation.
  - (1) No re-qualification or instruction will occur without the adequate assignment and attendance of certified Range Masters.

(2) The employee who fails their Weapons/Firearms qualification will not be assigned a post or position where weapons/firearms are used.

(a) Range masters will ensure compliance with established range rules, courses of fire, and re-qualification requirements established by the Department's EDM.

2. The Department re-qualification course of fire and course curriculum will be reviewed annually and approved by the EDM or designee.

A. The re-qualification process will include, at a minimum:

(1) Review of the nomenclature and handling of the assigned weapons;

(2) Safety features of weapons/firearms;

(3) Range rules; and

(4) Department's Use of Force policy and procedures.

3. The Department's Inspector General staff and Central Transportation Officers will re-qualify with all Department issued weapons/firearms bi-annually. Additionally, two more proficiency-training shoots will be conducted in a calendar year. The qualifications will meet the requirements set forth in NAC Chapter 289.

#### **362.04 DOCUMENTATION AND RECORD KEEPING**

1. The Department's weapons/firearms orientation training and qualifications will be documented to ensure compliance with established requirements of NAC, Chapter 289.

A. During the PST weapons/firearms qualification process, the Range Master's will ensure that all documentation is forwarded to the regional PST Coordinator for retention in the PST Class File.

B. During the Department's bi-annual weapons/firearms re-qualification process, the Range Master will ensure that all documentation is forwarded to the official training record.

C. The Range Masters will complete and ensure that, at a minimum, the following Department form is completed:

(1) Weapons Qualification and Expended Ammo/Inventory Form (DOC-1542)

2. During the Department's weapons/firearms re-qualification process, the Range Masters will ensure a copy of all documentation will be forwarded to the Warden, Facility Manager or designee as well as maintaining a copy for their records.

3. The Employee Development (ED) staff will monitor the weapons/firearms basic orientation-training program and bi-annual weapons/firearms qualifications and re-qualification process to ensure compliance with established requirements set forth within NAC Chapter 289 and Department administrative regulations.

A. Reports to the office of the EDM will be completed as directed. Should deficiencies be identified regarding compliance with this administrative regulation, these deficiencies will be reported to the EDM who in turn will inform the Division Administrator of Personnel Services.

### **362.05 REMEDIAL TRAINING PROCESS**

1. The Department has established a weapons/firearms remedial process to be followed should a peace officer or designated employee not successfully complete the orientation training or qualifications requirements. This process only has to be followed for weapons/firearms that the employee failed to qualify with. The process is as follows:

A. The trainee/student or re-qualifying employee will be allowed, if time permits, to attempt successful completion of the orientation training or re-qualification process one more time. Failure to successfully complete the process will amount to failure.

B. The Range Master will forward a letter to the employee's Appointing Authority and the EDM informing them of the failure to successfully complete the process. If the employee is participating in the PST, a copy of the letter will be forwarded to the EDM and Academy Commander for documentation in the course file.

(1) The employees now must practice on their own time before being allowed to attempt to successfully complete the qualification process. The employee will incur all costs for ammunition and time. The employee has two weeks to complete this practice time;

(2) Upon completion of the practice time, the employee will request through their supervisor to be rescheduled for qualification efforts.

C. The employee's appointing authority will set up a time through the employee's supervisor to re-schedule efforts toward training orientation and/or re-qualification. The Appointing Authority will ensure that a different Range Master from the one used in the initial orientation training or re-qualification is assigned to provide the remedial training.

D. The remedial training curriculum will be provided and consist of the following, at a minimum:

- (1) Orientation to the weapon/firearm to be used for qualification;
- (2) Orientation to the safe use of the weapon/firearm to be used for qualification;
- (3) Remedial training will be provided by the Range Master of the methods and techniques used to properly fire and qualify with the weapon/firearm;
- (4) Upon completion of the remedial training, the employee will be allowed one final attempt to successfully complete the qualification efforts;
- (5) Should the employee fail at this final attempt, the Range Master will forward a letter to the employee's appointing Authority identifying the failure; and
- (6) The employee's Appointing Authority will contact the regional Department Personnel Services Division to initiate the termination process.

### **362.06 UNUSUAL OCCURANCES/INCIDENTS**

1. Range Masters are the overall authority on any Range.
2. Due to the nature of the weapons/firearms orientation training and qualification programs, there may be an unusual occurrence or incident that takes place (i.e. weapons/firearms accident, shooting injury etc.).
  - A. At a minimum, the Range Master will ensure that an Incident Report must be completed and forwarded to the institutional Warden the same day the incident occurs. Additionally the incident must be entered into NOTIS. Copies will be forwarded to the Inspector General, Employee Development Manager, and the State Firearms Commander.
    - (1) The Range Master in charge will ensure:
      - (a) If necessary, the appropriate medical/emergency assistance is immediately requested;
      - (b) Proper Employee Injury/Accident forms are completed according to Administrative Regulation 329;
      - (c) If involving trainees/students, the Employee Development Manager will be notified; and
      - (d) Documentation, reports and institutional forms will be completed and forwarded through the chain of command.

B. Failure to complete the proper documents and reports will result in disciplinary action.

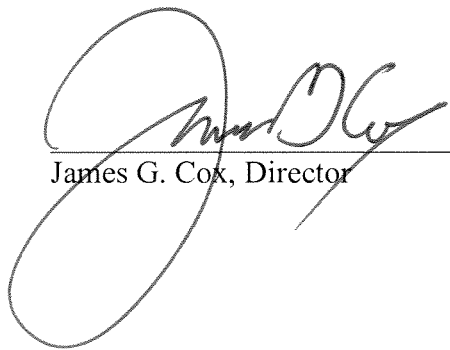
3. Range Masters are responsible for thorough checks of the range to ensure that all debris, such as trash and spent casings are placed in proper containers. Restroom facilities must be clean and all toiletries and supplies must be restocked prior to leaving the range.

#### **APPLICABILITY**

1. This Administrative Regulation requires a Confidential Manual on specific Weapons Training and Qualification procedures.
2. This Administrative Regulation requires an audit.

#### **REFERENCES**

AR 425 Handling and Storage of Personal Weapons  
ACA Standard **4-4090** and **4-4091**



James G. Cox, Director

4/5/11  
Date